

**2020 IMPACT 100 Letter of Intent and Grant
Examples R US | Testing, Amy
Program Name: N/A**

Applicant View

Letter of Intent

IMPACT 100 Letter of Intent to Apply	
For details on the IMPACT 100 grant process, including eligibility requirements, FAQ, and important dates, visit http://impact100pensacola.org/grant-info/grant-process	
In preparing to submit your LOI, please have available your Department of Treasury letter affirming your organization's status as a tax-exempt public charity under IRS Code Section 501(c)(3). Additionally, your organization should have filed the latest Annual Report with the Florida Department of State, Division of Corporations, and registered with the Florida Department of Agriculture and Consumer Services. At any time, should you need to exit this application, you may save your data and return to complete.	
Is your Organization a local chapter of a larger Organization that holds your 501(c)(3)?	Yes
Parent Organization Information	
*Parent Organization's Legal Name:	
Parent Organization's Doing Business As (DBA) Name (if applicable):	
*Parent Organization Federal Employer Identification Number (EIN):	
Group Federal Employer Identification Number (EIN) if Parent organization EIN is different from Group EIN:	
*Parent Mailing Address:	
*Parent City:	
*Parent State:	
*Parent Zip Code:	
Parent Organization's Phone Number:	
Parent Organization Website (if available):	
Please confirm the following for your organization: (Note: Underlined links to verification websites are provided below the question and allow you to check your status while still in the form.)	
1. Current status as a 501(c)(3) public charity (PC or Group) as listed on Internal Revenue Service website: (Verify status at IRS Exempt Organization Check)	
2. Annual Report for 2020 has been filed and is reflected on the Florida Sunbiz website. The State of Florida requires nonprofits based in Florida and outside of Florida to register annually if doing business in Florida.	
*3. Annual registration with the Florida Department of Agriculture and Consumer Services is complete. To confirm registration, select FDACS Organization Check . To register, visit FDACS Annual Registration .	
Executive Director and Chairman of the Board Contact Information	
*Executive Director (ED)/President:	
*ED Email:	
*ED Preferred Phone:	
*Chairman of Board (Chair):	
*Chair Email:	
*Chair Preferred Phone:	
Local Organization Information	
*Local Organization's Legal Name:	
Local Organization's Doing Business As (DBA) Name (if applicable):	
Local Organization Federal Employer Identification Number (EIN):	
Group Federal Employer Identification Number (EIN) if Local organization EIN is different from Group EIN:	
*Local Mailing Address:	
*Local City:	
*Local State:	
*Local Zip Code:	
Local Organization's Phone Number:	

2020 IMPACT 100 Letter of Intent and Grant Examples R US | Testing, Amy

Local Organization Website (if available):	
Please confirm the following for your Local organization: (Note: Underlined links to verification websites are provided below the question and allow you to check your status while still in the form.)	
1. Annual Report for 2020 has been filed and is reflected on the Florida Sunbiz website. The State of Florida requires nonprofits based in Florida and outside of Florida to register annually if doing business in Florida.	
2. Local Annual registration with the Florida Department of Agriculture and Consumer Services is complete. To confirm registration, select FDACS Organization Check. To register, visit FDACS Annual Registration.	
Executive Director and Chairman of the Board Contact Information	
*Local Executive Director (ED)/President/CEO:	
*Local ED Email:	
*Local ED Preferred Phone:	
*Local Chairman of Board (Chair):	
*Local Chair Email:	
*Local Chair Preferred Phone:	
By entering my name on the signature line below, I certify that all the information provided is accurate and verifiable.	
*Signature:	
*Title:	
*Date	

Summary Sheet

Project Focus Area	
Each grant applicant must select only one focus area under which it wishes to be considered. IMPACT 100 does not provide guidance as to which focus area is appropriate. Arts & Culture Initiatives that cultivate, develop, and enhance the cultural and artistic climate of the Pensacola Bay area. Education Initiatives that further the educational process or improve access to education for children and/or adults in the Pensacola Bay area. Environment, Recreation & Preservation Initiatives that will restore, preserve, revitalize or enhance the facilities, surroundings, and/or recreational opportunities of the Pensacola Bay Area. Family Initiatives that strengthen and enhance the lives of children and families living in the Pensacola Bay area. Health & Wellness Initiatives that improve the mental and/or physical well-being of people living in the Pensacola Bay area.	
*Project Focus Area:	
*Project Title:	
*Is your organization a local chapter of a larger organization that holds your 501(c)(3)?	No
Collaboration	
A collaboration exists when two or more qualifying nonprofit organizations 1) unite in order to achieve a common goal; 2) manage and contribute to the proposed project in a significant manner; and 3) benefit financially from the grant. One nonprofit will need to be identified as the lead - serving as the Fiscal Agent, financially managing the IMPACT 100 grant funds and completing the basic application. The other collaborating organizations will provide their organizational and financial information, but not be required to complete the additional sections of the grant application.	
Are other nonprofit organizations collaborating on this project?	
If collaborators are listed, additional sections will appear on the dashboard. Please ensure the lead/primary nonprofit organization completes all the sections of this application with their organization's information, except for the two Collaborating Organization sections. The lead/primary organization will share log in credentials with the collaborating organization who can view the entire application and submit their organization's information and financial data in the corresponding sections on the dashboard.	
Site Visit Information:	
This year's site visits will be scheduled beginning on 7/13/20 and our goal is to be completed by 7/31/20. Site visits will take place on business days between the hours of 9:00 am and 5:00 pm.	
*Site Visit Street Address:	
*Who is the Primary Contact (PC) for the site visit?	
*PC Email:	
*PC Preferred Phone:	

2020 IMPACT 100 Letter of Intent and Grant Examples R US | Testing, Amy

Certification and Signatures	
Our organization and its Board of Directors authorize submission of this funding proposal. Our tax exempt status under Internal Revenue Code Section 501(c)(3) has not been revoked or modified. We understand that if selected to receive funding, we must furnish a report showing how funds were spent and that the funds were spent solely for the purpose for which the grant is sought. We certify and electronically sign (printed names) below that to the best of our knowledge, the statements contained in this application are true, correct and complete.	
NOTE: If Executive Director/President and Chair of the Board are the same person, please have another member of the board also certify and electronically sign (printed name) from each organization.	
*Executive Director/President Electronic Signature	
Date	
*Chairman of the Board Name	
Date	

Organization Information Local

Organization Background	
*Organization's Legal Name:	
Doing Business As (DBA) Name (if applicable):	
*Federal Employer Identification Number (EIN):	
Website (if available):	
Organization's Mailing Address	
*Street:	
*City:	
*State:	
*Zip Code:	
*Year Founded:	
*Number of Full Time Employees (if none enter 0):	
*Number of Part Time Employees (if none enter 0):	
*Approximate Number of Volunteers (if none enter 0):	
*Brief Summary of Organization's History (1,000 words or less):	
*Organization's Mission Statement (150 words or less) :	
*Geographic Area Served (1,000 words or less):	
*Current Program and Projects (2,000 words or less):	
*Total number of board members:	Select
You will only be required to enter the information for the first 25 Board Members of your organization.	
*How many of your board members have contributed financially or in-kind to your organization in the last 12 months?	
*Litigation against the organization:	
*Executive Director/President/CEO:	
*Email:	
*Preferred Phone:	
*Chairman of Board:	
*Chair Email:	
*Chair Preferred Phone:	
*Who is the primary contact at your organization for this grant application?	
*What is the preferred phone number for the primary contact for this grant application?	
What is the preferred email address for the primary contact for this grant application?	

Project Narrative

Project Information	
*Project Title:	

2020 IMPACT 100 Letter of Intent and Grant Examples R US | Testing, Amy

*Project Start Date (no earlier than October 11, 2020):	
*Project End Date (no later than Oct 1, 2022):	
*Project Summary (150 words or less):	
*Describe how your project fulfills the goals of your chosen focus area (150 words or less):	
Target Population	
*Describe the target population. Include demographics on population and geographic area to be served (250 words or less):	
*Describe the specific need for your project in the community (250 words or less):	
Goals	
*Describe what you hope to accomplish through the proposed project (250 words or less):	
*Describe how or why you selected this issue (200 words or less):	
*What is the expected impact on the target population and the overall community (250 words or less):	
* Describe how this project fits into your organization's mission/vision(250 words or less):	
Management	
*Describe how you will accomplish your goals (250 words or less):	
*Describe the specific activities and services that will be provided through this project (250 words or less):	
*Do you anticipate grant funds to be paid directly to your provider or will your organization be reimbursed for expenditures or will there be a combination of both (150 words or less)?	
*Who will have the authorization to sign draw requests for your organization?	
*Who in your organization will be responsible for submitting quarterly reports? Final report?	
Does your project include construction?	No
Briefly, describe all estimates you are attaching to this application. Construction related documents can be uploaded in the "Construction Info" section of your Dashboard, while other supporting documents can be uploaded in the "Project Supporting Documents" section (1,000 words or less).	
Evaluation	
*Describe how you will know when you have accomplished your goals (250 words or less).	
* Describe how you plan to measure impact and results (250 words or less):	
Other Funding Sources	
If you have applied for other grants for this project, please describe (200 words or less):	
If your project cost exceeds the IMPACT grant amount, please describe the other funding sources your organization has available to complete this project (200 words or less):	
Timeline	
* Describe the anticipated timeline for execution of the project, and supporting fund distribution for each stage (300 words or less):	
Sustainability	
*Describe your plans for sustainability of this project, including personnel, funding, maintenance and any other applicable resources (300 words or less):	

Project Budget

Project Revenues	
Please round to whole numbers.	
IF the total project expense exceeds the amount of the IMPACT 100 grant, details must be provided about the additional project funds, such as other grants received, federal funding, lines of credit, etc.	
IMPACT 100 Grant:	\$106,000
Government Grants:	\$0
Government Contracts:	\$0
Foundations:	\$0

**2020 IMPACT 100 Letter of Intent and Grant
Examples R US | Testing, Amy**

Corporations/Businesses:	\$0
Civic or Community Groups:	\$0
United Way:	\$0
Arts Council:	\$0
Individual Contributions:	\$0
Fundraising Activity (events):	\$0
Membership Income:	\$0
In-Kind Support:	\$0
Investment Income:	\$0
Endowment Earnings:	\$0
Earned Income:	\$0
Other Project Revenue:	\$0
*Total Project Revenue:	106000

Total Project Expenses

Please round to whole numbers.

Complete the detail box for all line items included in your project budget. Please itemize as much as possible, particularly line items that exceed \$10,000.

Project Payroll Costs (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$0
Land/Property Acquisition:	\$0
Construction Permits:	\$0
Construction Material:	\$0
Construction Labor:	\$0
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0
Construction Other Costs:	\$0
Vehicle:	\$0
Equipment and Machinery:	\$0
Office Furniture/Fixtures:	\$0
Fundraising Costs:	\$0
Travel:	\$0
Printing, Copying and Supplies:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
IMPACT 100 Logo Expense:	\$0
Other Project Expenses:	\$0
*Total Project Expenses:	0

TOTAL REVENUES AND TOTAL EXPENSES MUST AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT 100 GRANT.

*Project Total Revenues equals Project Total Expenses?

Expenses Covered By IMPACT 100 Grant

The line items for "Expenses Covered by IMPACT 100 Grant" are the same as those for "Total Project Expenses" above. For each item below, the IMPACT 100 funded expenses must be equal to or less than the same line item in "Total Project Expenses". (Please round to whole numbers.) If the line item expense covered by the IMPACT 100 grant is equivalent to the line item project expense above, you must still indicate how the IMPACT 100 funds will be used (you may opt to copy and paste in these cases). Where the line item expense covered by the IMPACT 100 grant is less than the line item project expense, please indicate both how the IMPACT 100 funds will be used as well as how the expense difference will be covered.

Project Payroll Expenses (Salary & Fringe):	\$0
Consultants and Professional Fees:	\$0
Land/Property Acquisition:	\$0
Construction Permits:	\$0
Construction Material:	\$0
Construction Labor:	\$0
Construction Site Preparation:	\$0
Construction Concrete/Wood/Metal Structure:	\$0

2020 IMPACT 100 Letter of Intent and Grant Examples R US | Testing, Amy

Construction Other Costs:	\$0
Vehicle:	\$0
Equipment and Machinery:	\$0
Office Furniture/Fixtures:	\$0
Fundraising:	\$0
Travel:	\$0
Printing, Copying and Supplies:	\$0
Postage and Delivery:	\$0
Rent and Utilities:	\$0
Marketing and Promotion:	\$0
IMPACT 100 Logo Expense:	\$0
Other:	\$0
*Total IMPACT 100 Grant Expenses:(MUST EQUAL \$106,000)	0
TOTAL REVENUES AND TOTAL EXPENSES MUST AGREE AND MUST EQUAL OR EXCEED AMOUNT OF IMPACT GRANT.	
*Total IMPACT 100 Grant Expenses equals \$106,000?	

2020 Financial Information

*Is your organization a local chapter of a parent organization that files the 990 forms?	
*Which tax return does your organization file?	
*What month and day each year does your organization's fiscal year end (i.e. 6/30, 12/31)?	
Upload your organization's 2019 Profit and Loss Statement (please format as organization_2019PandL).	
Upload your organization's 2019 Balance Sheet (please format as organization_2019balancesheet).	
*Upload your organization's Profit and Loss Statement from the date of your most recent filing through April 30, 2020 (please format as organization_2020PandL).	
*Upload your organization's Balance Sheet as of April 30, 2020 (please format as organization_2020balancesheet).	
If you have a current audited financial statement or report, please upload it here.	
*Does your local chapter (organization) have local financial information?	

Project Supporting Documents

Project Supporting Documentation	
*This application will include (please check all that apply):	
Before uploading a file, please save it as a PDF and title it your NonprofitName_CostEstimate, or your NonprofitName_Drawings, etc.	
Upload first supporting document (if applicable):	
Upload second supporting document (if applicable):	
Upload third supporting document (if applicable):	
Upload fourth supporting document (if applicable):	
Upload fifth supporting document (if applicable):	
Upload sixth supporting document (if applicable):	
Upload seventh supporting document (if applicable):	
Upload eighth supporting document (if applicable):	
Upload ninth supporting document (if applicable):	
Upload tenth supporting document (if applicable):	